

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Assistant Public Works Director--Operations  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Public Works Director

**SALARY GRADE:** 22  
**FLSA STATUS:** E  
**DATE:** 03/2009

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Performs management and technical work in assisting the Director of Public Works with planning, coordinating and directing the activities of the Public Works Department.

**ESSENTIAL JOB FUNCTIONS:**

Supervises crew supervisors, evaluate their annual performance and approve requests for leave.

Plans and schedules work projects, obtains costs, and coordinates work schedule with department heads or their designee and establishes and maintains good communications with outside vendors.

Inspects work of crew supervisors and crew members.

Resolve personnel issues, and assist citizens and staff in other departments.

Researches technology and prepare reports on subjects such as energy-saving appliances, mechanical equipment, and lighting fixtures; the use of alternative fuels; and other green elements for the future of Greenbelt.

Evaluates life safety code compliance in all City buildings and oversees the Facilities Maintenance Supervisor in the resolution of deficiencies.

Oversees building operations, evaluates effectiveness, and make recommendations for improvements.

Maintains records of life safety inspections, health department inspections and building and mechanical conditions for City buildings.

Assists with budget preparation and presentation to the City Council, and frequently review budget expenditures.

Interview applicants and select as part of group decision.

Represent the department head and/or City at local, state and regional meetings.

**IMPORTANT JOB FUNCTIONS:**

Establishes with department head operating policies, procedures and regulations.

Recommends training to enhance job safety and work performance.

Compose bid specifications, seek bids and recommend the award of contracts.

Serves as Department Director in the Director's absence.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

City Vehicle      Computer      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Public Administration, or a related field; and,

Seven to ten years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Maryland Driver's License – Class C

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Municipal public works activities relating to building and ground maintenance, street repair, automotive maintenance and other public works activities.

County and city ordinances concerning buildings, zoning and construction.

All computer applications and hardware related to performance of the essential functions of the job.

Knowledge of life safety codes.

Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to maintain good physical condition.

Ability to supervise staff.

Ability to manage an administrative office.

Ability to communicate effectively in writing and orally.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 10 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.